



## Administrative Report

October 1, 2014 – September 30, 2015



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# Executive Summary

Michael Bradshaw  
Executive Director, ACTT

The Accreditation Council of Trinidad and Tobago (ACTT) was established by the Accreditation Council of Trinidad and Tobago Act, Chapter 39:06. The Act outlines the responsibilities for assuring the quality of post secondary and tertiary education and training institutions and programmes through registration and accreditation as well as the recognition of awarding bodies/institutions and the programmes they award. At present, the Council has on its register sixty-one (61) registered institutions, twelve (12) accredited institutions and seventeen (17) recognised foreign awarding bodies/institutions.

ACTT is committed to protecting the interest of students and other stakeholders through these quality assurance functions and in addition, provides information on quality higher education and training issues through a community outreach programme that involves a mobile 'Students Caravan.' In addition, ACTT publishes an online Compendium of Registered, Accredited and Recognised Institutions, Awarding Bodies and Programmes to assist students and other stakeholders in making informed decisions when choosing an institution or programme.

ACTT is also dedicated to institutional development geared towards developing a culture of quality within institutions. In this regard, ACTT launched 'The Quality Institute' (TQI) which provides training with a view to ensuring a sustained culture of quality within institutions.

This service is also extended to quality assurance agencies, government ministries of education and institutions in the CARICOM states.

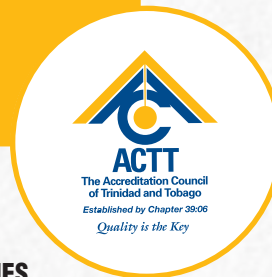
Guided by the organisation's core values, ACTT's staff is committed to the development and advancement of the local higher education sector and creating awareness of ACTT's functions and benefits to stakeholders. In this regard, ACTT hosts its Annual Quality Assurance Month of events, which included External Evaluator Training, conversations on higher education and training issues through panel discussions, workshops on the Forensics of Credential and CV Fraud and Calculating Credits and Determining the Level of Academic Programmes, a National Quiz on Quality Assurance in Higher Education for secondary school students and an Essay Competition for secondary and undergraduate students. In addition, ACTT hosts the prestigious Excellence in Higher Education Awards event, at which awards are presented to deserving individuals and higher education institutions operating in Trinidad and Tobago who advances the message of quality in their institutions.

As the Council continues to pursue its statutory mandate of assuring quality in higher education and training, the Management Team and Staff look to the future with renewed enthusiasm, ever conscious of the need to build a culture of quality in the higher education and training sector.

MICHAEL BRADSHAW  
Executive Director

February 2016





## 1.0 VISION, MISSION, STRATEGIC/ORGANISATIONAL GOALS AND CORE VALUES

### 1.1 Vision

ACTT will be the principal authority in Trinidad and Tobago for quality assurance and continuous improvement in higher education and a leader in innovation and best practice.

and sharing of international best practice in quality assurance

- Create a corporate image that positions ACTT as the leader in quality assurance and accreditation

- Introduce the latest developments in information and communication technology throughout the organisation

- Strengthen and develop ACTT's internal human resource capacity

- Acquire facilities to house ACTT's head office

### 1.2 Mission

To assure the quality and integrity of higher education primarily through registration, accreditation and recognition as well as public education and related activities, while ensuring the efficiency and transparency of our operations and demonstrating commitment to national development and global competitiveness.

### 1.4 Core Values

- Accountability

- Commitment to Personal Growth & Development

- Customer Focus

- Integrity

- Teamwork

- Trust

### 1.3 Strategic/Organisational Goals

- Facilitate the growth and development of human capital to meet national development needs

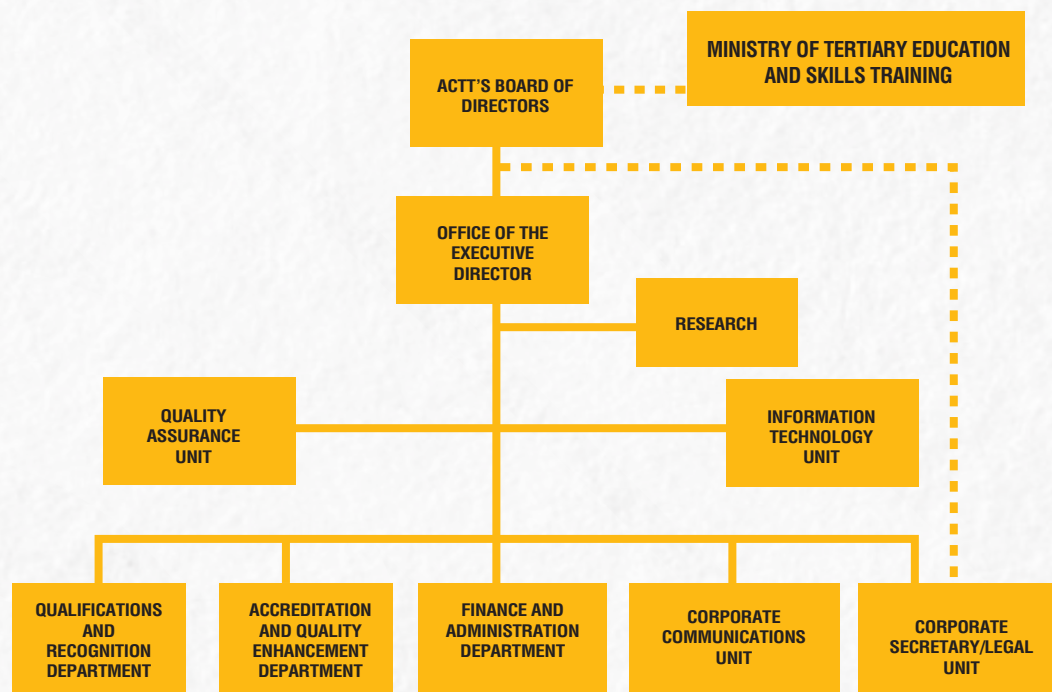
- Support the continual improvement of quality within institutions inclusive of their programmes

- Provide an enabling framework to monitor the development and implementation of quality standards and to enforce the law applicable to its services

- Strengthen relationships with local, regional and international stakeholders towards the learning

## 2.0 ORGANISATIONAL STRUCTURE

### 2.1 ACTT's Organisational Structure



ACTT is governed by a Board of Directors (the Board) which is responsible for charting the overall direction of ACTT. Section 4 of Chapter 39:06 (the Act) provides the areas of representation on the Board. All appointments to the Board are made by the President of the Republic of Trinidad and Tobago and are required to be published in the Trinidad and Tobago Gazette.

The last Board as at September 1, 2015 comprised ten (10) members as follows:

- Dr Michael R. Dowlath (Chairman)
- Azim Ali (Deputy Chairman)
- Veena Badrie-Maharaj

- Lennon Ballah-Lashley
- Michael Bradshaw, Executive Director, ACTT (ex officio)
- Daren Dhoray
- Mervyn Extavour
- Hatim Gardner
- Davin Jagessar
- Dr Joycelyn Rampersad

### 2.2 ACTT's Staff

ACTT's staff comprises fifty-two (52) members and is made up of the following departments/units:

- Office of the Executive Director
  - Research



#### ■ Quality Assurance

- Accreditation and Quality Enhancement
- Qualifications and Recognition
- Finance and Administration
- Office of the Corporate Secretary/Legal Officer
- Corporate Communications
- Information Technology

### 2.3 LEGISLATIVE AND REGULATORY FRAMEWORK AND STATUTORY FUNCTIONS

ACTT has the overarching responsibility and jurisdiction for registration and accreditation of post secondary and tertiary education institutions and programmes in Trinidad and Tobago. By virtue of the Accreditation Council of Trinidad and Tobago Act, Chapter 39:06, ACTT is empowered, inter alia, to:

- develop, implement and monitor national quality standards for the higher education sector
- confer institutional titles
- register post secondary and tertiary level institutions
- accredit institutions and programmes
- recognise qualifications awarded by foreign institutions
- grant approval for locally developed programmes
- collaborate with recognised accrediting and professional bodies in the fulfilment of its mission

In the execution of its functions, ACTT must comply with the legislative requirements for the submission of an annual report to its line Minister detailing the Council's activities and containing financial statements and such other information relating to the operations and policies of the Council.

### 2.4 OFFICE OF THE CORPORATE SECRETARY/LEGAL OFFICER

The Office of the Corporate Secretary/Legal Officer provides legal advice, support and service to the Board of Directors of the Council and the Council itself. The Unit ensures legal and regulatory compliance in all of the Council's operations and minimizes legal risks, thereby allowing ACTT to achieve its objectives in a manner which complies with the local and international legal and regulatory frameworks. The Unit ensures compliance with internationally accepted corporate governance principles in all the Council's operations and in all decisions taken by the Board of Directors and implemented by the Council. The Unit also ensures that all Corporate Secretarial functions in support of the Board of Directors are effectively discharged.

### 2.5 Core Functions/Services

#### 2.5.1 Conferment of Institutional Title

Conferment of Institutional Title is the granting of permission to an institution to use any of the titles protected by law. These are as follows:

- Technical College
- Polytechnic
- Technical Institute
- Tertiary College
- College
- Community College
- Technical University
- University

In accordance with Chapter 39:06, ACTT has the authority to confer institutional titles on post secondary and tertiary level institutions in Trinidad and Tobago. This applies to institutions that were established subsequent to the proclamation of the Act in 2004, as well as to institutions that wish to change their name. In Trinidad and Tobago, an institution must apply for Conferment if it wishes to carry one of the protected titles.

Conferment of Institutional Title is the only service

offered by ACTT to an institution prior to registration. All other ACTT services are accessible after registration.

There were no institutions requiring Conferment of Institutional Title during the period under review.

### 2.5.2 Registration of Post Secondary and Tertiary Institutions

Section 8 (2) (c) of the Act requires that local and foreign post secondary and tertiary level institutions wishing to operate in Trinidad and Tobago be registered by ACTT. The award of registered status provides assurance that institutions have met or exceeded standards required for the provision of quality education and training.

#### Achievements

During the reporting period, ACTT:

- received six (6) new applicants for registration
- registered seven (7) new institutions

The number of registered institutions as at September 30, 2015 was fifty-two (52).

### 2.5.3 Accreditation of Post Secondary and Tertiary Institutions and Programmes

In Trinidad and Tobago, ACTT is the official body responsible for accrediting post secondary and tertiary institutions operating in Trinidad and Tobago and the programmes and awards of such institutions.

To attain accredited status, institutions must meet or exceed the accepted standards of educational quality set by ACTT. Accreditation is a voluntary process through which the ACTT externally evaluates registered institutions in order to assure academic quality, improve accountability and support continual institutional development. Accreditation is a status granted to an educational institution that has been evaluated and found to have met or exceeded stated criteria of educational quality.

#### The purpose of Accreditation is to:

- evaluate the standard of education to ensure its quality
- encourage institutions to improve the quality of their offerings
- ensure that institutions are accountable for their educational offerings
- ensure public confidence in educational institutions.

#### Achievements

##### Conferment of Institutional Accreditation

During the period, ACTT conferred Institutional Accreditation on one (1) institution:

- West Indies School of Theology

##### Candidacy for Institutional Accreditation

During the reporting period, ACTT conferred Candidacy for Institutional Accreditation on the following institution:

- National Energy Skills Center (NESC)

By the end of the reporting period, the total number of accredited institutions was twelve (12), as follows:

- 1) The University of the West Indies (UWI), St Augustine Campus
- 2) The University of Trinidad and Tobago (UTT)
- 3) College of Science, Technology and Applied Arts of Trinidad and Tobago (COSTAATT)
- 4) Arthur Lok Jack Graduate School of Business (ALJGSB)
- 5) University of the Southern Caribbean (USC)
- 6) Cipriani College of Labour and Co-operative Studies (CCLCS)
- 7) Caribbean Nazarene College (CNC)
- 8) St Andrew's Theological College (SATC)
- 9) Trinidad and Tobago Hospitality and Tourism Institute (THTI)
- 10) Tobago Hospitality and Tourism Institute (THTI)
- 11) MIC Institute of Technology (MIC-IT)



## 12) West Indies School of Theology (WIST)

### 2.5.4 Programme Approval

This quality assurance process ensures that local programmes are consistent with the institution's mission, are appropriately designed and structured, have stated learning outcomes and assessment strategies appropriate to the level of the qualification to be awarded and are adequately resourced for delivery. It is a service that registered post secondary and tertiary institutions access as a means of validating the quality of their locally developed programmes. Where institutions wish to introduce new locally developed programmes, programme approval is mandatory.

#### Achievements

During the reporting period, ACTT:

- approved forty (40) programmes from accredited institutions
- approved three (3) programmes from registered institutions

### 2.5.5 Quality Enhancement/Institutional Development

Quality Enhancement provides institutions with information to improve their policies and processes so that they are able to meet ACTT's criteria and standards. ACTT facilitates workshops, seminars, training and support for registered and accredited institutions.

As part of the initiative to streamline institutional development, ACTT launched The Quality Institute (TQI). TQI offers training tailored to strengthening institutions' ability to deliver quality education and training. It also extends its services to quality assurance bodies in the wider CARICOM region which includes attachments of personnel to ACTT or local accredited institutions.

#### Achievements

During the reporting period, ACTT:

- conducted mid-term reviews on two (2) accredited institutions:
  - Cipriani College of Labour and

### Cooperative Studies (CCLCS)

- Arthur Lok Jack Graduate School of Business (ALJGSB)
- hosted one (1) 'Guide to the Self Study Process' workshop for National Energy and Skills Centre (NESC)
- hosted workshops on:
  - 'Report Writing for Team Chairs'
  - 'Forensics of Credential and CV Fraud'
  - 'Calculating Credits and Determining the Level of Academic Programmes'.

### 2.5.6 Qualifications and Recognition

Recognition is a process through which ACTT verifies that a programme or institution has been duly quality assured by the relevant quality assurance agency in the country of origin. Internationally, when an institution or programme is quality assured by a legitimate quality assurance authority, it is only guaranteed acceptability within the country in which it was quality assured. Institutions and programmes that are quality assured in one country are required to be recognised in another country. Recognition does not transcend national boundaries. However, quality assurance by a legitimate agency lays the foundation for mutual recognition across borders.

Chapter 39:06 mandates that ACTT recognise programmes and awards of foreign institutions operating in Trinidad and Tobago. The aim of recognition is to verify that requirements are met for the delivery of foreign post secondary and tertiary education and training programmes through partnership arrangements with institutions registered by ACTT. While local institutions may apply for recognition of individual transnational programmes, a foreign awarding body/institution may alternatively seek recognition by ACTT. A transnational institution is one that has its origin and main establishment in a foreign territory and is offering programmes in collaboration with a registered institution in Trinidad and Tobago.

Through this process, the foreign awarding body or institution must provide evidence that the transnational qualifications offered locally are equivalent and comparable to the qualifications that carry the same or



similar titles in the country of the awarding institution. It should also prove that the local context is considered in the design and delivery of the programmes.

The awarding body/institution should have also implemented reliable and tested systems to avoid academic fraud and maintain the highest integrity of the qualification. Enrolled students should also have the same rights of access to information regarding changes in fees, policy, examination results and other information available to students at the awarding institution.

### **Achievements**

During the reporting period, ACTT:

- conducted two (2) site visits to review transnational programmes
- conducted one (1) site visit to review a foreign awarding body for Continuing Recognition
- reviewed Annual Reports from nine (9) ACTT-recognised foreign awarding bodies and institutions
- reviewed Annual Reports prepared by twenty-eight (28) institutions in Trinidad and Tobago involved in collaborative provision with ACTT-recognised awarding bodies and institutions
- reviewed Annual Reports for six (6) recognised transnational programmes
- reviewed an Annual Report from a local awarding body registered by ACTT
- reviewed an Annual Report submitted for a qualification accredited by ACTT from a local awarding body
- reviewed the Policies, Criteria and Standards for the Recognition and Continuing Recognition of Transnational Programmes, Awarding Bodies and Institutions

### **2.5.7 Issuance of Statements on Recognition**

Employers, higher education institutions and other entities (e.g. those responsible for awarding

scholarships) require that foreign institutions and programmes be recognised. ACTT provides authoritative advice and guidance on the recognition of foreign qualifications. A Statement on Recognition confirms the status of qualifications from foreign institutions/awarding bodies.

### **Achievements**

During the reporting period, ACTT:

- processed one thousand four hundred and twenty-seven (1,427) Statements on Recognition
- collaborated with the Ministry of Health to assess forty-six (46) qualifications of foreign medical doctors
- collaborated with the Ministry of Foreign Affairs on the assessment of four hundred and fifty-nine (459) qualifications for issuing CARICOM Skills Certificates.

To date, ACTT has issued twelve thousand six hundred and ninety-three (12,693) Statements on Recognition.

### **2.5.8 Equivalence Assessment**

This service determines the comparable academic value of foreign qualifications in Trinidad and Tobago. An Equivalence Assessment is an evaluation of a foreign qualification to determine its comparative level and value to a similar qualification awarded by an institution in Trinidad and Tobago.

ACTT conducts assessments of foreign post secondary and tertiary qualifications and issues statements on the equivalence of these qualifications. An Equivalence Assessment also provides information on the accredited/recognised status of the institutions and programmes of study and may:

- assist a student to gain access to further study in Trinidad and Tobago
- facilitate credit exemptions

However, the institution receiving the student makes the final decision on the acceptability and value of credits towards completion of its programmes.

### **Achievements**

During the reporting period, ACTT:

- completed forty-five (45) Equivalence Assessments



Presentation of the Certificate of Institutional Accreditation to the West Indies School of Theology (WIST).

L-R: Michael Bradshaw, Executive Director, ACTT; Rev. Dr Pat Glasgow, President, West Indies School of Theology (WIST); Dr Michael R. Dowlath, Chairman, ACTT.

## 2.5.9 Special Activities and Projects

### Quality Assurance Month – October 2014 10th Anniversary Concert

On October 03, 2014, the Council hosted a concert in celebration of its 10th anniversary and as an official start to Quality Assurance Month. This concert included performances from representatives of the agencies that comprised MTEST, tertiary level institutions and other performers.





ACTT's Quality Assurance Month also featured activities aimed at promoting quality assurance in tertiary education and training. These included a National Essay competition for secondary school students of forms five and six, as well as students pursuing undergraduate degrees at tertiary level institutions; and a National Quiz for third- and fourth-form students. Further, the Council hosted workshops on External Evaluator Training, Forensics of Credential and CV Fraud and Calculating Credits and Determining the Level of Academic programmes workshops. In addition, ACTT hosted the prestigious Excellence in Higher Education Awards event.

### 4th National Essay Competition for Secondary Schools and Tertiary Institutions

The Essay Competition targets the upper forms of secondary schools and undergraduate students of local registered and accredited institutions to foster an appreciation for issues related to quality

assurance in higher education and the impact on and benefit to students, institutions, society and the economy. This competition and education drive is aimed at positioning ACTT as the authority in higher education with respect to issues related to registration, recognition and accreditation. In October 2014, the theme for the competition was 'Quality in Higher Education in the Knowledge Age'.

#### Secondary Schools Category

##### Sixth form

- 1st place – Sarah Jagoonanan, Cowen Hamilton Secondary School
- 2nd place – Vandana Riasha Mannah, Lakshmi Girls' Hindu College
- 3rd place – Vandana Meenavali Ramadhar, Naparima Girls' High School

##### Fifth form

- 1st place – Joshua Parris, St Stephen's College
- 2nd place – Inool Wahid Nabbie, ASJA Boys' College, San Fernando



Winners of ACTT's 4th National Essay Competition



- 3rd place – Faith Matamoro, Miracle Ministries Pentecostal High School

### **Tertiary Category**

- 1st place – Darcel Bernard, SAM Caribbean Limited
- 2nd place – Ariea Anthonia Cobham, College of Science and Applied Arts of Trinidad and Tobago (COSTAATT)
- 3rd place – Avelana Phillip, College of Science and Applied Arts of Trinidad and Tobago (COSTAATT)

### **2nd National Quiz on Quality Assurance in Higher Education**

ACTT hosted its 2nd annual National Quiz on Quality Assurance in Higher Education for

secondary school students from October 2 to 24, 2014. This competition was conceptualised to inform students, their parents and teachers about the importance of pursuing programmes at quality assured higher education and training institutions. A total of seventeen (17) schools participated, with Holy Faith Convent, Couva, emerging as winners. The top four schools in the 2nd National Quiz were as follows:

- 1st place – Holy Faith Convent, Couva
- 2nd place – Cowen Hamilton Secondary School
- 3rd place – Naparima College
- 4th place – Fyzabad Anglican Secondary School



Top Four Schools - ACTT's 2nd National Quiz



## Workshop on Forensics of Credential and CV Fraud

On October 28, 2014, ACTT collaborated with Education Credential Evaluators (ECE) and the Employers Consultative Association (ECA) to host a workshop on 'Forensics of Credential and CV Fraud'. This workshop focussed on techniques to detect fraudulent credentials and curriculum vitae tendered by unscrupulous persons. Facilitated by Majka Drewitz, Senior Evaluator and Research and Knowledge Management Evaluator at ECE, USA, the workshop was specially designed for quality assurance, human resource and fraud detection professionals, educational administrators, faculty and other educational professionals.



Facilitator, Majka Drewitz, Senior Evaluator, ECE, Inc., USA, discusses techniques to detect fraudulent credentials and curriculum vitae

## Workshop on Calculating Credits and Determining the Level of Academic Programmes

The Council's staff and education professionals participated in a workshop on October 27, 2014, to better understand credential evaluation issues. This workshop, hosted by the Council, focussed on the methods of calculating credits and determining the level of qualifications against the draft National Qualifications and Credit Framework (NQCF) for Trinidad and Tobago.



Facilitator, Majka Drewitz, Senior Evaluator, ECE, Inc., USA, discusses techniques to calculate credits



Participants at the workshop on Calculating Credits and Determining the Level of Academic Programmes



## Excellence in Higher Education Awards Ceremony

ACTT hosted the prestigious Excellence in Higher Education Awards Ceremony on October 29, 2014, at which Quality in Tertiary Education (QuiTE) Awards were presented to institutions that demonstrated excellence in institutional and individual categories.

Winners of the QuiTE Awards were as follows:

### Institutional Awards

#### Excellence in Quality Management System (QMS)

1st Place – UWI School of Business and Applied Studies Limited (trading as ROYTEC)

#### Excellence in Student Support Services in Tertiary Education (SSSITE)

- Medium Category: 1st Place – Trinidad and Tobago Hospitality and Tourism Institute (THTI)

- Large Category: 1st Place – University of the Southern Caribbean



Wendy Augustus, Chief Executive Officer, Nickisha Hamilton, Quality Assurance Manager, Adesh Latchman, Quality Assurance Officer, UWI School of Business and Applied Studies, (trading as ROYTEC).

#### Excellence in Teaching and Learning

- Small Category: 1st Place – Kenson School of Production Technology

- Medium Category: 1st Place – Arthur Lok Jack Graduate School of Business

- Medium Category: 2nd Place – CTS College of Business and Computer Sciences Ltd

- Medium Category: 3rd Place – Trinidad and Tobago Hospitality and Tourism Institute

- Large Category: 1st Place – University of the Southern Caribbean



Winners of QuiTE Awards 2014



## Individual Awards

### Excellence in Teaching

Senator the Honourable Fazal Karim presents Dr Sandra Reid, Senior Lecturer in Psychiatry, The University of the West Indies, with the Excellence in Teaching award.



### Excellence in Applied and Academic Research



Dr Michael R Dowlath, Chairman, ACTT presents Dr Zaffar Khan, Programme Director, Arthur Lok Jack Graduate School of Business, with the Excellence in Applied and Academic Research award.



## Leadership in Tertiary Education (LITE)



Senator the Honourable Fazal Karim presents Professor Miguel Carrillo, Executive Director, Arthur Lok Jack Graduate School of Business, with the Leadership in Tertiary Education (LITE) Award.

## Lifetime Quality Assurance Award



Senator the Honourable Fazal Karim presents Professor Dr Stephen Joseph, The University of Trinidad and Tobago, with the Lifetime Quality Assurance Award for Excellence in Higher Education.



## QAA Visit – Ensuring Quality Assurance in Higher Education – November 2014

ACTT and the UK Quality Assurance Agency for Higher Education (QAA) have been strategic partners for several years. QAA works to safeguard quality and standards at UK universities and colleges so that higher education students have the best possible learning experience regardless of whether they study in the UK or in other countries. In relation to the quality assurance of transnational education (TNE), QAA has, since 1997, been conducting reviews of UK programmes delivered in overseas territories.

During the period November 09-21, 2014, ACTT was pleased to facilitate representatives of QAA at its head office. The QAA team was in Trinidad to review the provision of programmes from UK universities in collaboration with ACTT-registered institutions. The review was conducted against QAA's UK Quality Code for Higher Education, which identifies, inter alia, an awarding institution's responsibility in managing the delivery of its programmes through collaborative arrangements. Members of ACTT's staff were afforded the opportunity to observe the QAA's process, when the QAA reviewers met with key personnel and students at registered institutions offering UK programmes and with representatives of UK universities. These included:

- Anglia Ruskin University
- Heriott-Watt University
- University of Greenwich
- University of London International Programmes
- University of Sunderland
- University of Hertfordshire
- London Metropolitan University
- University of Leicester
- University of Liverpool

### • Oxford Brookes University

The main objective of QAA's visit was to review the universities' management of collaborative provision locally. Given the prevalence of distance-learning, this particular review also included case studies of four (4) UK institutions that are large-scale providers of distance learning, and whose arrangements in Trinidad are representative of those in other countries. The reviews identified areas of positive practice and recommendations.

The outputs from the review were:

- six (6) institutional reports on individual partnerships
- four (4) case studies on the large-scale providers of distance-learning
- a report providing a thematic analysis of the review and background information on the higher education landscape in Trinidad and Tobago, including the role of ACTT in regulating foreign higher education.



Dr Michael R. Dowlath, Chairman, Board of Directors, ACTT, presents a token of appreciation to Professor Mark Hunt, QAA Reviewer. Also pictured (l-r): Michael Bradshaw, Executive Director, ACTT and Azim Ali, Deputy Chairman, Board of Directors, ACTT.





Back row (l-r): Members of ACTT's Board of Directors – Hatim Gardner, Michael Bradshaw, Veena Badrie-Maharaj, Lennon Ballah-Lashley, Dr Michael Dowlath, Azim Ali, Dr Bheshem Ramlal, Mervyn Extavour and Davin Jagessar

Front row (l-r): Members of the QAA Review Team – Prof. Mark Hunt, Prof. Derrik Ferney, Rozina Hashmi, Prof. Gai Murphy and Prof. Jeremy Bradshaw

## Launch of The Quality Institute

ACTT is committed to supporting higher education institutions in their quest to provide quality programmes to the nation's citizenry. Since inception, ACTT has afforded these institutions the opportunity to engage in initiatives aimed at improving their policies and processes leading to improved quality of learning opportunities.

On Wednesday, February 25, 2015, ACTT launched The Quality Institute (TQI). TQI seeks to streamline the quality enhancement activities of ACTT, through the consolidation of training which will be offered to higher education and training institutions, institutional personnel, quality assurance professionals and other stakeholders. In addressing the audience and representing the Minister of TEST, Mr Rodney

Amar, Technical Advisor to the Minister of Tertiary Education and Skills Training, stated:

*"Our institutions must remain at the forefront of technological paradigm shifts. Our employers must become more closely integrated with our institutions of higher learning. Today, this initiative augurs well for the promotion of Total Quality Thinking and it is my aspiration that it will support fitness for purpose in the delivery of education and training to our people."*





ACTT's Board of Directors at the Launch of The Quality Institute

Some of the workshops that will be offered through The Quality Institute are as follows:

- Preparing the Self-Study for Registration
- Guiding the Self-Study Process for Institutional Accreditation
- Transnational Programme Recognition
- Institutional Governance and Administration Workshop
- Managing Institutional Finances
- Quality Management Systems for Institutional Effectiveness
- Developing Policies for Higher Education Institutions
- Effective Teaching and Learning



## 2nd International Conference on Higher Education and Training – April 2015

ACTT hosted its 2nd International Conference on Higher Education and Training at the HYATT Regency Trinidad, Port of Spain, from April 15-17, 2015. Under the theme Thinking Global, Acting Local: The Changing Realities of Higher Education and Training, the Conference provided a forum to share international best practices, present research findings and review recent developments impacting on higher education and skills development.

### Pre-Conference Workshops

On April 14, 2015, ACTT hosted two (2) pre-conference workshops at the National Academy for the Performing Arts (NAPA), North Campus. Facilitators included:

- Professor Compton Bourne, Higher Education Consultant – ‘Higher Education Governance in a Global Context’ under the theme of Institutional Governance and Administration.
- Dorothy Wax, Associate Vice President for Operations, Council for Adult and Experiential Learning (CAEL), USA – ‘Essentials for Advising Learners Accessing Higher Education and Training’ under the theme of Adult Experiential Learning

### Conference Strands

The Conference spanned three (3) days and focussed on the following:

- Creating the nexus between quality assurance and building world-class higher education and training institutions
- Effective student support services: implications for student retention and success
- Meeting the labour market demands: increasing relevance in education and training
- Designing curricula in higher education and training: focus on national development



Professor Compton Bourne, Higher Education Consultant



Dorothy Wax, Associate Vice President for Operations, Council for Adult and Experiential Learning (CAEL)



- Applied research, innovation and entrepreneurship
- Educational leadership in a time of change: Issues of institutional governance and administration
- Traditional vs non-traditional institutions: finding the right balance.

Plenary speakers included the following:

- **Professor Ulrich Rauch** – Professor, The Learning Centre, The University of Trinidad and Tobago – ‘Learning Analytics: From Buzzword to Implementation’
- **Julio Eduardo Orozco Perez** – Director, of Sustainable Tourism, Association of Caribbean States – ‘Meeting the Labour Market Demands: Increasing Relevance in Education and Training’
- **Professor Asha Singh Kanwar** – President and Chief Executive Officer, Commonwealth of Learning – ‘The Impact of Online and Distance Education on the Development of Higher Education and Training’
- **Dorothy Wax** – Associate Vice-President for Operations, Council for Adult and Experiential Learning – ‘Competency Based Education: Promises and Challenges’
- **Francisco Marmolejo** – Tertiary Education Coordinator, the World Bank – ‘The Changing Realities of Higher Education: Perspectives from the World Bank’
- **Nicole Smith** – Research Professor and Head Economist, Center on Education and the Workforce, Georgetown University, USA – ‘Aligning Programmes with Labour Market Needs’
- **Stephen Jackson** – Director of Quality Assurance, Quality Assurance Agency for Higher Education, UK – ‘Transnational Education in

Trinidad and Tobago’

A closing ceremony and dinner was held on April 17, 2015 at the Port of Spain Ballroom, HYATT Regency Trinidad. Mr Rampersad Mootilal, Director, Energy Institute, UTT, delivered the feature address.



Professor Nicole Smith, Research Professor and Senior Economist, Center on Education and the Workforce, Georgetown University, Washington.



Rampersad Mootilal, Director, Energy Institute, UTT, delivers the feature address.





Professor Ulrich Rauch, Professor, The Learning Centre, The University of Trinidad and Tobago



Julio Eduardo Orozco Perez, Director of Sustainable Tourism, Association of Caribbean States



## QuiTE Workshop 2015

On May 27, 2015, ACTT hosted its 2nd QuiTE workshop to inform all prospective applicants of the criteria and standards for the Quality in Tertiary Education Awards, categorised into institutional and individual awards. The goals of the workshop were:

- to acquaint institutional representatives with the criteria of the QuiTE Awards;
- to provide the necessary guidelines to

institutions participating in the QuiTE Awards; and

- to foster transparency in the process of submission to ACTT's QuiTE Awards

Further, previous awardees shared their experiences in preparing documents for submission in the various categories.



Margaret Richardson, facilitator and head judge, discusses the standards and criteria for the 2015 QuiTE Awards.

## 2.6 DELEGATED LEVELS OF AUTHORITY

The following table summarises the levels of authority for the approval of expenditure for the purchase of articles/works/services which have been procured, in keeping with the Policy and Procedures document, together with the Council's Policy and Procedures for the purchase of articles/works/services:

### 2.6.1 Quantum of Purchase/Tenders Authority

Up to TTD\$30,000.00 - Director, Finance and Administration

Up to TTD\$100,000.00 - Executive Director

Over TTD\$100,000.00 - TTD\$5,000,000.00 - Board on the recommendation of the Tenders Committee

## 2.7 REPORTING FUNCTIONS

The following table summarises ACTT's reporting functions and responsibilities, in relation to the Council's operations.

REPORTS		Line Minister	Ministry of Planning	Ministry of Finance	Auditor General	Parliament
1.	Annual Operating Budgets	✓	✓	✓		
2.	Strategic Plan	✓	✓			
3.	Monthly/Annual Financial Reports	✓		✓		
4.	Annual Financial Statements	✓			✓	
5.	Monthly/Annual Performance Reports	✓	✓	✓		
6.	Annual Audit Report	✓			✓	✓
7.	Annual Administrative Report	✓				✓
8.	Public Sector Investment Programme: Monthly, Quarterly, Bi-annual and Annual Reports	✓	✓			
9.	Freedom of Information Act Report	✓				
10.	Contribution to MoE's Budget Presentation/Achievement Reports	✓	✓	✓		
11.	Monthly Board Meetings	✓				
12.	Performance Monitoring Reports	✓	✓			
13.	Quarterly Reports on 1 year Action Plan	✓	✓			



### 3.0 POLICY and DEVELOPMENT INITIATIVES

#### 3.1 Technical Policies

The Council's core services, as mandated by Chapter 39:06, are governed by the Council's Technical Policies on Conferment of Institutional Title, Registration, Accreditation of Institutions and Programmes and Recognition of Foreign Institutions and Programmes.

##### Achievements

The following Policies were revised and approved by the Board of Directors:

- Statements on Recognition and Equivalence
- Registration of Post Secondary and Tertiary Institutions
- Recognition of Transnational Programmes
- Recognition of Foreign Awarding Bodies and Institutions

#### 3.2 Financial Policies

The Council's financial policies are guided by the public service regulations and are in compliance with the following:

- The Financial Regulations and Instructions 1965, as amended
- The Exchequer and Audit Act Chap. 69:01
- The State Enterprises Performance Monitoring Manual
- Guidelines for Contract Employment in Government Ministries, Departments and Statutory Authorities subject to the Statutory Authorities Act, Chapter 24:01
- Circulars from the Chief Personnel Officer, Ministry of Finance, Comptroller of Accounts and the Director of Personnel Administration.

#### 3.3 Administrative Policies

The Council maintains an Administrative and Personnel Policies Manual which provides information and procedures to all staff. This equips them with clear, specific and systematic

approaches to executing their duties and to developing and maintaining ACTT's relationships with various stakeholders. It is a fundamental communication tool containing information and instructions pertinent to the duties, responsibilities and functions of its staff.

The Administrative and Personnel Policies are currently being revised in accordance with Public Service guidelines and best practice related to contract employment in the government services.

##### Achievements

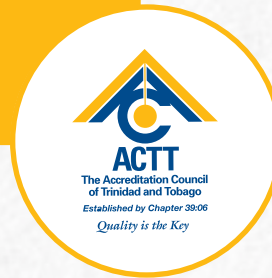
During the period under review, the Council's Board of Directors approved revisions to ten (10) administrative policies:

- Examination Leave
- Extra Duty Allowance
- Probationary Period
- Vacation Leave
- Additional Hours of Work
- Confidentiality
- Hours of Work
- Gratuity
- Salary Advance
- Loans for Computer Technology

#### 3.4 Performance Objectives and Remedial Plans

##### Development of the National Qualifications and Credit Framework

In keeping with the mandate to "develop and advise on a unified credit-based system for the post secondary and tertiary education sector" [Chapter 39:06 Section 8 (2) (g)], the Council is in the process of developing a National Qualifications and Credit Framework (NQCF). During the period January to March 2015, consultations were held with external stakeholders who provided feedback on the Draft NQCF Matrix.



These stakeholders included accredited institutions in Trinidad and Tobago and ACTT's regional partners, such as the Barbados Accreditation Council (BAC), University Council of Jamaica (UCJ), National Accreditation Council of Guyana, the Antigua and Barbuda National Accreditation Board (ABNAB) and the Caribbean Examinations Council (CXC). Feedback collected

was used to refine the Draft NQCF Matrix and continue development of the Guidelines for the National Qualifications and Credit Framework. This companion document will provide explanations and principles for using the NQCF.



#### 4.0 FINANCIAL OPERATIONS

for fiscal year 2014/2015 was \$20,000,000 and \$2,000,000 under PSIP.

#### 4.1 Budget Formulation

The ACTT is funded through government subventions for recurrent expenditure and under the Public Sector Investment Programme (PSIP) for specific projects and programmes. Based on the Council's projected activities for the fiscal year and, in accordance with ACTT's strategic direction, budget requests of \$26,463,162 and \$5,800,000 were submitted to the line Ministry for Recurrent Expenditure and PSIP, respectively. Arising from the budget presentation for fiscal 2014/2015, the Council was advised that its allocation of funds under Recurrent Expenditure

#### 4.2 Budget / Recurrent Expenditure

For the financial year beginning October 1, 2014, the Accreditation Council of Trinidad and Tobago was allocated \$20,000,000 to fund its recurrent expenditure. As at September 30, 2015 the Council had incurred total expenditure of \$17,682,368 which did not include the payment of salary arrears for the period November 2010 to August 31, 2015. (Revised salaries were paid with effect from September 1, 2015).

**Table 1A** summarises ACTT's recurrent expenditure for the period October 1, 2014 to September 30, 2015:-

**TABLE 1A**  
**ACTT's Budget / Actual Expenditure**  
**October 1, 2014 to September 30, 2015**

Sub-Head	Budget Estimates \$	Actual \$	Variances \$
<b>Income</b>			
1 Government Subvention	20,000,000	20,000,000	0
2 Evaluation/Registration/Certification Fees		73,297	
3 Statements on Recognition Fees	975,000	225,638	34,288
4 Conferences and Workshops		710,352	
<b>Total Recurrent Income</b>	<b>20,975,000</b>	<b>21,009,288</b>	<b>34,288</b>
<b>Expenditure</b>			
1 Personnel Expenditure	550,955	508,445	42,510
2 Goods and Services	17,786,244	15,295,527	2,490,717
<i>of which Contract Employment</i>	<i>11,429,450</i>	<i>8,696,880</i>	<i>2,732,570</i>
3 Vehicles, Furniture, Fixtures and Equipment	72,968	480,684	(407,716)
4 Current Transfers and Subsidies	1,589,833	1,397,712	192,121
<b>Total Recurrent Expenditure</b>	<b>20,000,000</b>	<b>17,682,368</b>	<b>2,317,632</b>
<b>Surplus/(Deficit)</b>	<b>975,000</b>	<b>3,326,920</b>	<b>2,351,920</b>

In fiscal 2014/2015, the Council received revised compensation packages for the Executive Director and staff at ACTT from the CPO. This award was in respect of the periods November 1, 2010 to October 31, 2013 and November 1, 2013 to October 31, 2016. In its original estimates of \$26,463,162, the Council had anticipated receipt of this award and had requested funds to meet the payment of four to five (4-5) years of arrears to staff. By the time ACTT received the notice of the award on September 16, 2015, the Board of Directors had submitted their resignations and the Council was unable to get the necessary approvals to pay the arrears. This is reflected in the positive variance of \$2,490,717 under Goods and Services.

The negative variance under Minor Equipment resulted from the purchase of a replacement

vehicle for use by the Executive Director in accordance with the compensation package for that position.

### 4.3 Budget / PSIP Expenditure

Total funding approved under PSIP for fiscal 2014/2015 was \$2,000,000. The Council had requested \$5,800,000, \$1,500,000 of which was to fund ACTT's 2nd International Conference on Higher Education and Training, carded for April 2015. The \$2,000,000 was therefore inadequate and in April 2015 the Council was given an additional \$1,000,000 under the European Development Fund (EDF) Grant Funding.

**Table 1B** below summarises ACTT's PSIP Expenditure, including EDF expenditure, for the period October 1, 2014 to September 30, 2015:-

**TABLE 1B**  
**ACTT's PSIP Budget / Actual Expenditure**  
**October 1, 2014 to September 30, 2015**

<b>Project</b>	<b>Budget Estimates</b>	<b>Actual</b>	<b>Variances</b>
	<b>\$</b>	<b>\$</b>	<b>\$</b>
<b>Income</b>			
1 PSIP Funding 2015	2,000,000	2,000,000	-
2 EDF Funding	1,000,000	1,000,000	-
<b>Total PSIP Income</b>	<b>3,000,000</b>	<b>3,000,000</b>	<b>-</b>
<b>Expenditure</b>			
1 International Conference (EDF-Funded)	1,000,000	1,080,934	(80,934)
2 Institutional Strengthening	520,000	185,597	334,403
3 Annual Quiz (2014 & 2015)	260,000	191,417	68,583
4 National Qualifications and Credit Framework	50,000	-	50,000
5 Quality Assurance Month (2014 & 2015)	650,000	630,825	19,175
6 10th Anniversary Celebrations	170,000	412,281	(242,281)
7 Infrastructure and Information Technology Development	-	64,134	(64,134)
8 Staff Development	350,000	147,528	202,472
<b>TOTAL PSIP EXPENDITURE</b>	<b>3,000,000</b>	<b>2,712,716</b>	<b>287,284</b>
<b>Surplus/(Deficit)</b>	<b>0</b>	<b>287,284</b>	<b>287,284</b>



Shortfalls in the Council's EDF allocation were met out of a prior year's allocation under the fund, for feasibility studies on an Enterprises Wide Data Base Management System (EWDMS) for the Council.

#### **4.4 Debt Policy**

Section 19 of the Act gives the Council the power to borrow for the purpose of discharging its functions, subject to the approval of the Minister of Finance. To date, the Council has never sought to exercise this power.

#### **4.5 Investment Policy**

Under Section 18 of the Act, the Council may "... accumulate reserves and such reserves and all other funds of the Council not immediately required to be spent in meeting the obligations of the Council or the discharge of any of its functions may be invested, from time to time, in such securities as the Council may with the approval of

the Minister with responsibility for finance deem fit." The Council currently maintains an interest bearing account with its bankers, First Citizens Bank (FCB), under this proviso. Revenues generated by the Council are held in this account.

#### **4.6 Internal Audit Function**

During fiscal 2012/13, ACTT contracted the services of Deloitte and Touche to perform a review of the Council's financial processes. Following on the findings of the review, the ACTT's Board of Directors is currently seeking to enlist the services of an internal auditor to perform quarterly reviews of the Council's operations.

The Auditor General's Department, as part of its external audit exercises, also performed audit checks on ACTT's accounting systems and internal controls.

## 5.0 HUMAN RESOURCE DEVELOPMENT

### 5.1 Organisational Establishment

#### • Category of Employees

Management Team (6)  
Technical Staff (24)  
Administrative Staff (22)

#### • Career Path Systems

Contract Employment

Whenever a vacancy exists at a higher level, eligible employees may be given an opportunity to perform the duties of that position. Additionally, eligible officers may apply for higher positions when advertised in the daily newspapers.

#### • Performance Assessment/Management Strategies

ACTT utilises a Performance Management Appraisal System as detailed in Policy 4:09 of the Council's Administrative and Personnel Policies Manual. Position Descriptions have been developed for all offices. Periodic reviews, as well as Annual Performance Appraisals, are completed to evaluate officers' performance.

#### • Selection Procedures

The Council recruits persons on contract in accordance with the Guidelines for Contract Employment in Government Ministries, Departments, and Statutory Authorities subject to Statutory Authorities Act, Chapter 24:01 issued by the Personnel Department, under cover of Circular Memorandum PD (bm):12/2/1 Vol. IV dated May 18, 2006.

### 5.2 Employee Support Services

ACTT offers employee support in the following areas:

- Employee Assistance Programme (EAP)
- Coaching and mentoring activities
- Professional development workshops
- Access to learning resources

- Examination Leave

- Employee recognition

- Loans for Computer Technology

### 5.3 Training

#### Training/Workshop October 03, 2014

**Deltasoft Computer  
Training and Services –  
Excel Training**

#### October 21, 2014

**Arthur Lok Jack Graduate  
School of Business –  
Brand Innovation Conference**

#### November 04-05, 2014

**Livewired Group –  
Social Media Workshop**

#### April 04, 2015

**Employers Solution Centre –  
Industrial Relations on  
Manager Prerogatives**

#### June 24-25, 2015

**Council for Higher  
Education (CHEA)  
Summer Workshop**



## 6.0 PROCUREMENT PROCEDURES

The Council is in the process of revising its existing Tenders and Procurement Policies, Rules and Procedures and has ensured that all procurement is in keeping with the provisions of Annex B of the Ministry of Finance's State Enterprises Performance Monitoring Manual – the Standard Procurement Procedures for the Acquisition of Articles, Provision of Services, Undertaking Works and Disposal of Unserviceable Items in State Enterprises/Statutory Bodies (State Agencies) dated July, 2011 and the provisions of the Public Procurement and Disposal of Public Property Act No. 1 of 2015. Section 7 of the Council's revised draft policy prescribes the forms of procurement that the Council uses. The following forms of tendering are used by the Council as prescribed in the State Enterprises Performance Monitoring Manual.

### 6.1 Forms of Tendering

#### Open tendering

This is a process where Tenders and/or Bids are invited through advertisements or other forms of public notice. Open tendering is used in the following instances:

- (i) When the Council's list of approved Vendors does not cater or adequately cater for particular types of articles/works/services
- (ii) Where it is competitively more advantageous
- (iii) Where the terms and conditions of the Council's borrowings so require.

#### Selective tendering

Tenders and/or Bids are invited from the Council's list of approved Vendors. A minimum number of invitees shall be set so as to allow adequate competition in the procurement process. The invitees selected shall be the top ten (10) ranked Vendors registered to provide the particular articles/works/services. In cases where there are less than ten (10) registered Vendors, all the Vendors registered to provide the particular articles/works/services shall be invited.

#### Sole tendering

Exemptions/Merit Awards: In keeping with the State Enterprises Performance Monitoring Manual, where the circumstances so require, Merit Awards for purchase of materials/works/services shall be issued without inviting competitive bids.

#### Consultancy Services

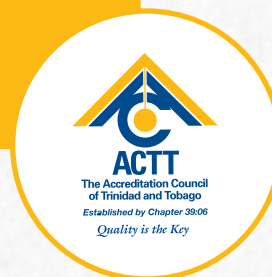
The Council recognises that due to the specialist nature of certain types of professional and technical services classified as Consultancy Services, it may not be viable or economically sensible to engage in open or selective tendering. Once a determination is made by the office of the Corporate Secretary/Legal Officer that the Services are classified according to Tenders and Procurement Policies, Rules and Procedures as Consultancy Services, and suitable consultants/service providers with a proven record/reputation of efficiently providing services of the kind required are identified, the following procedure shall apply:

- a) Consultancy Firms: Except for Merit Consultancy contracts, all consulting services shall be competitively tendered out either using open tendering or selective tendering as appropriate.
- b) Individual Consultants: Individual consultants are normally hired to carry out assignments for which the experience and qualifications of the individual are crucial to the task. They are selected on the basis of their qualifications and experience relevant to the assignment. Advertisement is not required and consultants do not need to submit proposals. Individuals considered for comparison of qualifications and relevant experience shall meet the minimum qualifications deemed relevant for the assignment and those selected by ACTT shall be the best qualified and shall be fully capable of carrying out the assignment.

#### Emergencies

In cases of emergency where the safety of people, property, plant and equipment is in jeopardy, the most senior official responsible for that operation, if unable to contact the Executive Director or the Chairman of the Tenders Committee, may award contracts for Articles, Works or Services necessary to avert the danger or to bring the situation under control.





## 7.0 Client and Public Access to Services/Service Delivery Systems

- ACTT currently operates three (3) offices located at:

### Head Office

Ground Floor and Level 3, Building B  
Pan American Life Plaza  
91-93 St Vincent Street  
Port of Spain

### South Outreach Office

108 Independence Avenue  
San Fernando

### Tobago Office

MIC-IT/YTEPP Tobago Technology Centre  
79 Milford Road  
Canaan, Tobago

- The public may also access ACTT's services through its website: [www.actt.org.tt](http://www.actt.org.tt) and social media sites [facebook.com/ACTTNews](https://www.facebook.com/ACTTNews) and [twitter.com/ACTTNews](https://twitter.com/ACTTNews)

- Limited access to ACTT's services is also available through the Council's Students Caravan and career and college fairs.

## 7.1 Career Fairs

ACTT participated in several career fairs that were geared towards sensitising students on the importance of the following services: Registration, Accreditation and Recognition of foreign awarding bodies. These included:

- Pleasantville Secondary School
- Barataria North Secondary School
- Cunupia Secondary School
- Goodwill High School Tobago
- Naparima College Career Fair
- National Energy Skills Center (NESC) Jobs Fair
- On-the-Job Orientation Programme – NTA

- UWI-ROYTEC - South Campus Career Advisement Day
- UWI-ROYTEC - Annual Orientation Exercise for Students
- Ministry of Education and Ministry of Tertiary Education and Skills Training - National District Career Fair 2015
  - Barataria North Secondary School (Schools from Caroni District)
  - Preysal Secondary (Schools from Caroni District)
  - Belmont Secondary (Schools from POS and Environs)
  - St Anthony's College (Schools from POS and Environs)
  - QRC (Schools from POS and Environs)
  - North Eastern College
  - Arima North Secondary
  - Roxborough Secondary School, Tobago
  - St Augustine Secondary
  - Fyzabad Secondary
  - Signal Hill Secondary School
  - Princess Town West Secondary
  - Marabella South Secondary

ACTT partnered with The Young Adult Literacy Library, NALIS to visit and/or speak to students from:

- Success Laventille Secondary School
- Malabar Secondary School
- Arima Central Secondary
- Holy Cross College
- Arima North Secondary School



## 7.2 Strategic Partnerships (local, regional and international)

### 7.2.1 Signing of Memoranda of Co-operation

At the Opening Ceremony of the 2nd International Conference on Higher Education on April 15, 2015, ACTT signed a Memorandum of Understanding (MoU) with the Quality Assurance Agency for Higher Education (QAA). The QAA is the body charged with monitoring and advising on standards of quality in higher education in the United Kingdom. This MoU allows for the establishment and promotion of international best practices in quality assurance systems governing education and training locally.

### 7.2.2 ACTT Partners

#### Local:

- The Trinidad and Tobago Group of Professionals Association (TTGPA)
- The Association of Professional Engineers of Trinidad and Tobago (APETT)
- The Nursing Council of Trinidad and Tobago (NCTT)

- The Medical Board of Trinidad and Tobago (MBTT)
- The Institute of Chartered Accountants of Trinidad and Tobago (ICATT)
- The Trinidad and Tobago Association of Psychologists (TTAP)

#### Regional:

- Caribbean Evangelical Theological Association (CETA)

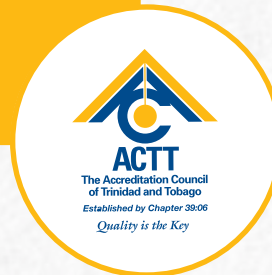
#### International:

- United States of America - The Council for Adult and Experiential Learning (CAEL)
- United Kingdom –UK National Recognition Information Centre (UK-NARIC)
- QAA- Quality Assurance Agency for Higher Education, UK



Senator the Honourable Fazal Karim, Minister of Tertiary Education and Skills Training (TEST), witnesses the signing of the Memorandum of Understanding (MoU) between The Accreditation Council of Trinidad and Tobago and the Quality Assurance Agency for Higher Education. Michael Bradshaw, Executive Director, ACTT and Dr Stephen Jackson, Director of Quality Assurance, QAA, were the principal signatories.

Also Pictured: Amroodeen Ali, Permanent Secretary, MTEST, and Dr Michael R. Dowlath, Chairman, ACTT



• ACTT has full membership with the following organisations:

- INQAAHE - International Network for Quality Assurance Agencies in Higher Education
- CANQATE - Caribbean Area Network for Quality Assurance in Tertiary Education
- CHEA- CIQG - Council for Higher Education Accreditation- International Quality Group
- ACTI - Association of Caribbean Tertiary Institutions
- IAU - International Association of Universities

• ACTT is affiliated with the following organisations:

- ACHEA - Association of Caribbean Higher Education Administrators

- CTLPA - Caribbean Tertiary Level Personnel Association
- NAFSA - Association of International Educators, USA
- ASQ - American Society for Quality, USA
- ECE – Educational Credential Evaluators, USA
- Ofqual- The Office of Qualifications and Examinations Regulation, UK



## CONCLUSION

ACTT plays a key role in the development of a creative and productive workforce. The Council is committed to ensuring an articulate, resilient and empowered citizenry capable of transforming the society and securing the future of the nation. ACTT achieves this through a comprehensive suite of services that endeavours to ensure quality in all aspects of the tertiary education and training sector.

ACTT regulates higher education and training institutions, programmes and awards in Trinidad and Tobago. This is achieved through the services of Conferment of Institutional Title, mandatory Registration, Institutional Accreditation, Programme Approval, Transnational Recognition of programmes and the Recognition of Foreign Awarding Bodies and Institutions. ACTT also advises individuals on the quality assurance of institutions and programmes locally and internationally.

The mechanisms employed by ACTT to achieve its goals have certainly proven successful. ACTT has carved a niche as a reputable quality assurance body in the Caribbean and the world and continues to stimulate conversations on issues related to higher education and training. ACTT has become a source of information for many of its Caribbean partners and is also sought after for input into international activities related to quality assurance and higher education and training.

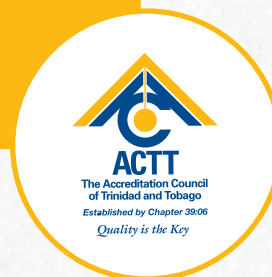
Regarding future initiatives, ACTT plans to:

**1.** The launch of ACTT's National Qualifications and Credit Framework (NQCF) at the end of 2016. This framework will elaborate on its predecessor the Tertiary Qualifications Framework (TQF), while ensuring currency with today's education sector. The NQCF being developed would be used as a means of reforming, regulating and managing qualifications systems. The NQCF explains in detail the characteristics of vocational, academic and professional qualifications. It would establish the minimum requirements to attain qualifications at the various levels of the education and training system in Trinidad and Tobago.

**2.** A Higher Education Symposium in Tobago which will focus on quality higher education and training, institutional development, financing small institutions and teaching and learning in higher education. This Symposium aims to involve stakeholders – institutions, students both secondary and tertiary, professional bodies, the general public, and members of the various divisions of the THA.

**3.** The publication of the 2nd edition of the Journal of Quality Assurance in Higher Education (JQAHE) – an internationally peer-reviewed journal that serves as a platform for scholarly discourse on theories, practices and policies in the area of quality assurance in higher education in the Caribbean region. This Journal, published in both print and electronic versions, addresses these issues within the context of international trends and developments and best practices.





## Overall Achievements from July 9, 2010 to September 30, 2015

1. ACTT has fifty-two (52) local post secondary and tertiary level institutions currently registered.

2. ACTT has conferred Institutional Accreditation to twelve (12) higher education institutions:

### 2010 - 2011

College of Science, Technology and Applied Arts of Trinidad and Tobago (COSTAATT)

The University of Trinidad and Tobago (UTT)

The University of the West Indies (UWI), St Augustine Campus

### 2012

Arthur Lok Jack Graduate School of Business (ALJGSB)

University of the Southern Caribbean (USC)

Cipriani College of Labour and Co-operative Studies (CCLCS)

### 2013

Caribbean Nazarene College (CNC)

St Andrew's Theological College (SATC)

Trinidad and Tobago Hospitality and Tourism Institute (TTHTI)

### 2014

Tobago Hospitality and Tourism Institute (THTI)

MIC Institute of Technology (MIC-IT)

### 2015

West Indies School of Theology

3. ACTT has recognised five hundred (500) transnational programmes and eighteen (18) foreign awarding bodies and institutions.

4. ACTT has issued twelve thousand six hundred and ninety-three (12,693) Statements on Recognition.

5. ACTT has approved two hundred and twenty-five (225) local programmes

6. ACTT has hosted the following Conferences:

- The 7th Annual CANQATE Conference and General Meeting (2010)
- The 1st National Conference on Quality Assurance in Higher Education (2012)
- The 1st International Conference on Quality Assurance in Higher Education (2013)
- The 2nd International Conference on Higher Education and Training (April 14-17, 2015)

7. ACTT has published a Compendium of Registered, Accredited and Recognised Institutions, Awarding Bodies and Programmes annually since March 2011.

8. ACTT published the Journal of Quality Assurance in Higher Education (JQAHE) (October 2013)

9. ACTT launched The Quality Institute (February 2015)

10. ACTT has signed Memoranda of Agreement and/or Cooperation with:

### Local:

- The National Training Agency (NTA) - (MoA)
- The Trinidad and Tobago Group of Professionals Association (TTGPA)
- The Association of Professional Engineers of Trinidad and Tobago (APETT)
- The Nursing Council of Trinidad and Tobago (NCTT)
- The Medical Board of Trinidad and Tobago (MBTT)
- The Institute of Chartered Accountants (ICATT)



- The Trinidad and Tobago Association of Psychologists (TTAP)

**Regional:**

- Caribbean Evangelical Theological Association (CETA)

**International:**

- Council for Adult and Experiential Learning (CAEL)
- United Kingdom National Recognition and Information Centre (UK NARIC)
- Quality Assurance Agency for Higher Education (UK-QAA)



The Accreditation Council  
of Trinidad and Tobago

*Established by Chapter 39:06*

*Quality is the Key*

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E-mail: [info@actt.org.tt](mailto:info@actt.org.tt) or [customerservice@actt.org.tt](mailto:customerservice@actt.org.tt)

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